

VACANCY ANNOUNCEMENT

Vacancy No. 2025/29/07/0012



About Us

YOUR AID FOR HEALTH (YAH) is a Women-Led National Non-Governmental organization that strives to aid locally sustainable, improved quality solutions to communities targeting women, children, the vulnerable and Refugees and IDPs. We aid communities to save lives, alleviate suffering and maintain human dignity during and in the aftermath of man-made crises and natural disasters, as well as to prevent and strengthen preparedness for the occurrence of such situations. This also includes improving community lives through improved health system where everyone feels better. Founded in 2015 and Registered with RRC in May 2023, with Headquarters in Maridi County WES, we operate in entire South Sudan with major Coordination office in Juba. From the beginning, we've always aided, and always will aid healthier communities.

YAH is implementing the SASA! Together initiative an evidence-based community mobilization approach to prevent violence against women and HIV. We are looking for passionate, dedicated individuals to join our mission in building safer and more equitable communities.

Vacancy Details

Position Title	Human Resource Officer
Reports to	Project Manager / Lead / Coordinator
Duty Location	Ibba / Maridi – South Sudan
Contract Type	Regular
Duration	12 Months
Employment Start Date	As Soon As Possible
Salary	According to YAH's Salary Policy
Vacancy Validity	11 th August 2025 to 29 th August 2025

Purpose of the Role

To provide strategic and operational HR support for the SASA! Together team, ensuring equitable recruitment, onboarding, performance management, staff wellbeing, and policy implementation throughout the program lifecycle.



Key Responsibilities

Recruitment & Onboarding

- Coordinate recruitment processes for SASA! Together staff and consultants
- Draft and advertise inclusive job descriptions in line with feminist hiring practices
- Organize interviews, selection panels, and reference checks
- Lead onboarding and orientation for new hires, introducing SASA! Together values and safeguarding principles

Performance Management & Staff Support

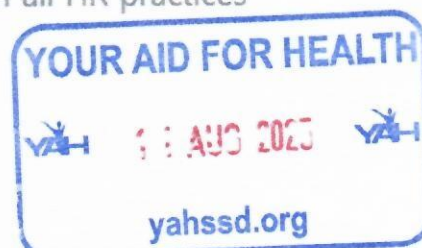
- Support development and tracking of performance frameworks and KPIs
- Facilitate regular performance reviews and feedback sessions
- Provide HR coaching and supervision support to managers and team leads
- Mediate staff concerns and support conflict resolution in line with organizational culture

HR Policy & Compliance

- Ensure staff awareness of key policies (anti-harassment, safeguarding, diversity & inclusion)
- Maintain HR files, contracts, leave records, and payroll documentation
- Liaise with Finance and Admin teams on benefits, allowances, and staff entitlements
- Prepare reports on HR metrics, risks, and workforce trends for program leadership

Staff Wellbeing & Development

- Coordinate staff wellness initiatives, psychosocial support, and team-building activities
- Promote learning and career development opportunities, including SASA! Together trainings
- Foster a safe, supportive, and feminist workplace culture
- Uphold confidentiality, transparency, and equity in all HR practices



Qualifications & Experience

- Bachelor's degree in Human Resources, Organizational Psychology, Public Administration, or related field
- 3–5 years' experience in HR functions within social impact or humanitarian contexts
- Familiarity with gender-responsive programming and trauma-informed staff support
- Strong understanding of labor laws and HR compliance in the country of operation
- Excellent communication, facilitation, and record-keeping skills

Core Competencies

- Respect for diversity and power-sharing
- Empathy, discretion, and emotional intelligence
- Strategic thinking and organizational skills
- Commitment to feminist leadership and safeguarding
- Collaborative team spirit and adaptability under pressure



How to apply:

Please submit your updated CV, a cover letter, and contact details of three professional referees to: Email: hr@yahssd.org coping recruitment@yahssd.org, and info@yahssd.org. Title of the vacancy MUST be clearly included as the subject in the application email.

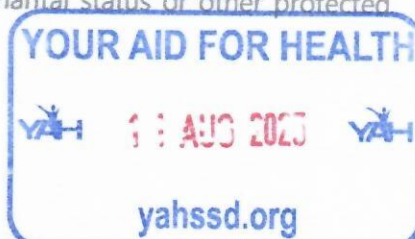
Hardcopies of application can be delivered at YAH office in Maridi, Ibba and Juba Coordination office.

Further information:

We appreciate your application; only short-listed candidates will be contacted for interview. If you have not been contacted within two weeks after the closing date of the application, we regret that your application has been unsuccessful. Please continue, however, to periodically view the NGO forum website for suitable opportunities that will present from us or other agencies.

Equal Opportunity:

YAH is an equal opportunity employer. We value diversity and we are committed to creating an inclusive environment based on mutual respect for all employees. We do not discriminate based on age, sex, disability status, religion, ethnic origin, colour, race, marital status or other protected characteristics.



Safeguarding:

YAH's capacity to ensure the protection of and assistance of communities, IDPs, Refugees and other vulnerable persons depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in relation to YAH's values and code of conduct. Safeguarding and Anti – Corruption policies including safeguarding against sexual exploitation, abuse and harassment. YAH conducts thorough and comprehensive background checks as part of the recruitment process.

